

Swaffham Town Council

Minutes of Town Council meeting held on **Wednesday 13th April 2022** at **6.30pm** in the **Town Hall**.

Present: Mayor Cllr J Anscombe (in the Chair)

Councillors: Mrs N Bass, Mrs L Beech, Mr S Bell, Mr P Darby, Mr G Edwards, Mr C Houghton, Mrs S Matthews, Mr K Oliver, Mr I Pilcher, Mr L Scott, Mrs J Skinner

Town Clerk: Mr R Bishop
Deputy Town Clerk: Mrs H Carrier
Office Administrator: Mrs H Duggan

Breckland Cllrs: Mr D Wickerson

Public: 5

Prayers were led by Cllr Matthews

1. Apologies and reason for absence

Cllr W Bensley – work commitments
Cllr E Colman – self isolating
Cllr I Sherwood – family commitments

2. Declarations of interest

Cllr Oliver declared an interest in item 6.6.
Cllr Edwards declared an interest in item 6.7.
Cllrs Anscombe, Bell, Darby Skinner and Matthews declared an interest in item 7.1.

6.31pm - the meeting was adjourned to allow public participation

Mrs Reiger-Ridd - advised she was interested in Agenda item 7.1(b) on behalf of Stan Sole, Chairman and Glen Vincent, President of the Swaffham Twinning Association.
The automatic flashing yellow lights outside Hamond Academy was mentioned as was the opportunity to save electricity by requesting these be turned off during school holidays.

6.33pm the meeting was resumed.

It was agreed to highlight the concern regard the flashing yellow lights outside Hamond Academy to Cllr E Colman, NCC.

3. Reports: Police, principal authority

3.1 Police

A written report from PC Ollie Button was circulated to Cllrs prior to the meeting.

3.2 Norfolk County Council

A written report from Cllr Ed Colman was circulated to Councillors prior to the meeting – see *Appendix 1*.

On the topic of the Local Green Space and Land it was proposed the Town Clerk seek clarification from Cllr Colman on whether a joint response was required or individual Cllr comments.

It was agreed the Town Clerk would seek clarification from Cllr Colman on whether a joint response was required or individual Cllr comments.

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3.3 Breckland Council

A written report from Cllr Wickerson was circulated to Cllrs prior to the meeting – see *Appendix 2*.

Cllr Wickerson agreed to investigate an issue with a recent planning application, regarding trees at the War Memorial, with Hugh Coggles BDC.

4. **Report from the Mayor and Town Clerk**

4.1. Mayors Announcements

The Mayor noted the events attended by herself and the Deputy Mayor since the last Council meeting.

4.2. Urgent reports, correspondence, or information at the mayor's discretion:

The Town Clerk highlighted an item, which should have featured on the last Planning Committee agenda, regarding an approach from the East Anglian Cadet Association who are charged with looking at options of disposal of the Army Cadet Centre in part or whole. They requested a statement from the Council as to whether the centre was within the Neighbourhood Plan or had significant historical interest, as they had not found anything to date that in their view warranted special or significant interest.

Cllr Scott, Chairman of the Planning Committee, requested the Council delegate authority to the Planning Committee to respond and offered to prepare a statement.

It was agreed to delegate the enquiry to the Planning Committee and Cllr Scott would prepare a response to the East Anglian Cadet Association.

It was noted a new Agenda item had been added, 9.6 Below the Line.

4.3. Town Clerk's report and Councillor's questions relating to ongoing business.

The Town Clerk provided an overview of his report, circulated to Cllrs prior to the meeting:

Communications Officer – it was highlighted that the new Communications Officer was issuing communications in both her own name as well as managing the Council social media platforms.

Cllrs were asked to support the communications by following the Council social media accounts; liking, retweeting, reposting or sharing posts etc

The following are the key social media accounts now in place:

- TWITTER:

- @SwaffhamComms – Meg Felton, Communications Officer
 - @swaffhamevents - What's On In Swaffham
 - @SwaffhamNPlan - Swaffham NPlan
 - @SwaffhamCouncil – Swaffham Town Council
 - @SwaffhamMarket – Swaffham Market

There are other designated users who can tweet on the above feeds, however predominantly these are managed by the Communications Officer.

Additionally:

- @SwaffhamClerk – Richard Bishop - is managed by the Town Clerk
 - @MarketSuperint1 – managed by the Swaffham Market Superintendent.

- FACEBOOK:

- The Communications Officer has her own profile 'Meg Swaffham Comms'.
 - Additional Facebook pages are also managed by the Communications Officer:

- Swaffham Queen's Jubilee Events
 - Swaffham Market

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- What's Going On In Swaffham
- Swaffham Town Council
- Swaffham Neighbourhood Plan

There are additional staff, nominated Cllrs and Market Reps who are able to post on some of these pages too.

The Town Clerk also has his own profile 'Richard Bishop Swaffham Clerk'.

- **INSTAGRAM:**

There are currently four Instagram feeds as follows, all managed by the Communications Officer: -

- SwaffhamTownCouncil
- Swaffham Comms
- WhatsOnInSwaffham
- Swaffham Market

Cllrs were advised to open a free Instagram account to follow the above Instagram feeds.

- **LINKEDIN:**

A new Swaffham Town Council account was now open and would be developed further over the coming weeks.

Cllrs were advised that in order to view this new account a personal LinkedIn account would be needed to allow users to follow or connect with Swaffham Town Council.

The Council website was highlighted as needing more attention to promote the Council and the town.

It was agreed the Council website would be looked at again.

Jubilee Events

A request was issued for Councillor availability to volunteer their time at any or all of the Jubilee Events – on Thursday 2nd, Saturday 3rd and Sunday 4th June.

It was agreed the Communications Officer would circulate the tasks and time that needed support, similar to that issued for the Xmas 2021 event.

Deputy Town Clerk

The new Deputy Town Clerk, Helen Carrier, present at the meeting as an observer, was formally introduced to the Council having started on Monday 11th April.

Farewell Drinks:

A farewell event for former employees Kerry Furnass and Claire Smith was being organised for Thursday 21st April at 4pm in the Council Chamber.

Cllrs were asked to confirm their attendance to help with catering requirements.

Vandalism at Play Areas

- Recreation Ground - it was noted there had been a spate of vandalism recently - the under 8's area, ripping up the safety surface and damaging some of the equipment beyond repair; also the table tennis table on the MUGA, which was set on fire.

- Orford Road - over the previous weekend there were reports of broken glass and needles being found by volunteers on a litter pick.

- Oaklands Play Area - fly-tipping of grass cuttings on the open space.

All instances had been reported to the Police and the Works Manager and his team were in the process of managing the repairs etc.

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Orford Road Play Area upgrade

EIBE, the chosen contractor, is due to commence the work on Tuesday 19th April; to be completed by 31st May 2022. The Police have been informed of the dates of work so they can include the area in their regular patrols.

Public Toilets Repairs.

A site meeting has been arranged with the local contractor for Wednesday 20th April; a revised price and start date for the works will then be agreed.

This information will be circulated to Cllrs for information; it was previously agreed for the Town Clerk to move this matter forward under delegated authority within the limits of his emergency limit (i.e. £1,000), over and above the insurance claim.

5. Minutes

- 5.1. Wednesday 9th March 2022 - Full Council.
- 5.2. Tuesday 22nd March 2022 – Extraordinary Full Council.
- 5.3. Wednesday 30th March 2022 – Extraordinary Full Council.

The minutes of the March Council meetings were agreed as an accurate record and signed by the Mayor.

6. Finance

6.1. Accounts for April 2022

Payments list for April 2022 was circulated to Councillors for review prior to the meeting. See *Appendix 3*.

It was agreed to accept the accounts for April 2022.

6.2 Town Hall Intruder Alarm

Following the notice of liquidation of APG, Alarming UK Ltd quoted to take over the annual maintenance of the system for £160.00 per year (2 visits) + the cost of the Annual Redcare Monitoring at £380.00 per year. It was noted they were the only company to agree to take everything over as it is.

Two other companies were approached to quote as follows:-

Company A stated there was essential works needed to update the system - £1,250.00 + Vat; an annual maintenance cost (2 visits) of £690.00 + Vat per year and a network socket at £150.00 + Vat.

Company B quoted an initial cost to update the system of £95.00 + Vat; plus additional costs unknown on a time and materials basis; £95.00 + Vat annual maintenance (1 visit); £75.00 to connect to their monitoring system and £95.00 + Vat for annual monitoring fee.

After discussion it was proposed by Cllr Edwards, seconded by Cllr Pilcher that the Town Clerk and Cllr Oliver review the requirements and with the agreement of the Council proceed as a matter of urgency to appoint a new supplier, reporting back to the Council at the next meeting.

It was unanimously agreed that the Town Clerk and Cllr Oliver work together to review the Town Hall requirements and with the agreement of the Council proceed as a matter of urgency to appoint a new supplier, reporting back to the Council at the next meeting.

6.3 Sues News, Shop Rent & Lease Renewal Arrangements.

In the January 2022 budget meeting the Town Council agreed to a one-year lease extension to the current tenant of the shop, based on an RPI increase in rent for 2022/23.

The lease is due to expire in June 2022 and a request was received from the current tenant for a rent reduction for 2022-23 – due to a 33% drop footfall since pre-pandemic, increased utilities and inflation costs as well as other local issues affecting the business.

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After discussion, it was proposed by Cllr Edwards, seconded by Cllr Oliver to uphold the resolution agreed in the January budget meeting and decline the request for a rent reduction for 2022/23.

It was unanimously agreed to uphold the resolution agreed in the January budget meeting and decline the request for a rent reduction for 2022/23.

6.4 Town Toilet Block Youth Project.

Cllr Nayna Bass put forward a proposal as follows: -

"The Council have previously agreed to permit the use of the toilet block in the Shambles, for use as a youth project. To move this forward, we propose to provide a basic facility by the beginning of the summer holidays 2022, aimed at young people aged 11 – 17. We're yet to secure funding but would like to ask the Council to support this project, with an investment of £1,000 to begin work and secure more funding."

After discussion, it was proposed by Cllr Edwards, seconded by Cllr Houghton, to agree in principle to set aside £1,000 to allow the project to get started, pending a detailed project proposal, including costings to make the Toilet Block feasible, reporting back to the Town Council for further review.

It was agreed by a majority vote, with 1 abstention, that the Council agree in principle to set aside £1,000 to allow the project to get started, pending a detailed project proposal, including costings to make the Toilet Block feasible, reporting back to the Town Council for further review.

6.5 Swaffham Cemetery – revised software upgrade quote

The current provider of the software for the Council Accounts and Allotments is Rialtas Business Systems (RBS).

In looking at a new Cemetery software package comparative services and costings were investigated however RBS was the only company that could provide the combined package of Accounts, Allotments and Cemetery that would be integrated/compatible with each other.

It was recommended to invest in the RBS Cemetery system, to link with the existing Accounts and Allotments.

The only set up costs would be the new Cemetery system and training which could be delivered virtually to save on cost and on-going support in line with that already received from RBS for the Accounts and Allotments.

Summary Costs:

Purchase of Software and Online set up of Software £662.50

1st year Annual Support and Maintenance Multi 5 user licence £465.00

Annual Support costs £465.00 per annum

Training if required £399.00 for a whole day of online training

Initial commitment is for 3-years for Annual Support and Maintenance

After discussion it was proposed to invest in the RBS Cemetery system, to link with the existing Accounts and Allotments, subject to the annual costs remaining static at £465, during the term of the three year agreement.

It was agreed to invest in the RBS Cemetery system, to link with the existing Accounts and Allotments, subject to the annual costs remaining static at £465, during the term of the three year agreement.

6.6 Swaffham Scarecrow Festival, 26th – 28th August 2022.

It was noted the concept of a Scarecrow Festival was well received by the Assets & Open Spaces Committee, and it was recommended to support the application for a £100 grant.

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It was unanimously agreed to support the Scarecrow Festival, 26th – 28th August with a £100 grant.

6.7 Quotes for lopping tree at Swans Nest/Redland Park and removal of tree(s) at the Churchyard.

The trees at both sites were inspected by Akers Tree Services on Monday 11th April and respective quotes circulated to Cllrs upon receipt.

Swans Nest Tree – a previously quote had been received for the removal of the whole tree however it was noted that the tree appeared to sit on land currently owned by the developer, Avant Homes. At the March 2022 Assets & Open Spaces Committee it was decided to look separately at the overhanging bough, which is perilously close to the play area fence and overhanging a public footpath; irrespective of tree ownership, the Town Council has the right to remove the overhanging bough on health and safety grounds.

It was noted the relevant permission had already been obtained for this work by Akers Tree Services from Breckland Council and the tree currently did not sit on the list of trees owned or managed by the Town Council. A quote of £380 was received on 13th April.

The quote included a cautionary note from Akers Tree Services that removing the overhanging branches on one side could make the remainder even more unstable, with further failures likely to occur.

The Town Clerk having obtained a contact with Avant Homes suggested the Council explore the situation with Avant Homes first before making a final decision.

It was agreed to discuss the situation further with Avant Homes and defer the decision on the Swans Nest Tree to the Full Finance meeting on 4th May 2022.

Churchyard tree - this was drawn to the Council's attention by Cllr Graham Edwards – and despite the October 2021 annual tree report stating that no work was required, Cllr Edwards voiced his concern at the safety of the tree and the potential damage that could be caused should the tree fall.

At the March Assets & Open Spaces Committee it was agreed to obtain two comparative quotes for the removal of the tree.

Whilst looking at the tree in question, two other trees in the vicinity were looked at, as the knock-on effect of removing one tree, would leave the other two vulnerable and if it was agreed to remove the offending tree, it might be more sensible to remove all three at the same time.

It was highlighted that any work on the trees would first require permission from the Breckland Council tree officer and faculty Norwich Diocese, the latter permission costing £268.00

A quote to address all three trees was received for £2920 and circulated to Cllrs prior to the meeting.

After discussion it was proposed to obtain a second comparative quote, as soon as possible, and to ask the Breckland Tree Officer to review the trees for discussion and agreement at the Full Finance meeting on 4th May 2022.

It was unanimously agreed to obtain a second comparative quote, as soon as possible, and to ask the Breckland Tree Officer to review the trees for discussion and agreement at the Full Finance meeting on 4th May 2022.

7. Correspondence or Information

7.1 General

a) Weekly correspondence – it was noted that the weekly correspondence had been circulated to Councillors via the Dropbox link.

b) Invitation for the Twinning Weekend in Hemmoor, Germany 9th – 11th September 2022.

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Cllr Bell, the future Mayor, advised he would unfortunately be unable to attend as he was already committed to the Carter 22 event, on the same weekend.

c) Draft format of the May Annual meeting of STC, Annual Town Assembly and May Full Council meeting.

The Town Assembly (or Annual Parish Meeting) is a statutory meeting and has to be held between the 1st March and 1st June each year, notwithstanding Covid.

Due to attendance of the Town Assembly dropping steadily over the years it was recommended that the Town Assembly be held on 13th May, in between the Annual meeting of the Town Council and the normal May Full Council meeting, using the 15 minutes of open forum, normally allocated to a Full Council meeting. A draft agenda was circulated prior to the meeting.

It was agreed to accept the draft Agenda for 13th May which would allow the annual Town Assembly to be held as part the Annual meeting and the normal May Full Council meeting.

d) Environmental and litter issues.

A recent letter received from a local resident was circulated to the meeting.

General consensus was that more litter bins were required and it was proposed that Breckland Cllr Wickerson would liaise with Cllr Edwards on the current litter picking routes to see what could be done.

It was that Breckland Cllr Wickerson would liaise with Cllr Edwards on the current litter picking routes to see what could be done.

e) Swaffham Relief in Need – draft letter to Charity Commission

A report from the Town Clerk was circulated to Cllrs addressing the proposed handover of the Relief in Need administration and issues to consider prior to completion.

A draft letter was also circulated, to be sent to the Charity Commission with a copy of the report circulated to Councillors and 10 supporting documents.

After discussion it was proposed by Cllr Pilcher, seconded by Cllr Oliver that the remaining two Trustees of Swaffham Relief in Need be made aware of the report, letter and accompanying documents before they are then sent to the Charity Commission for consideration.

It was unanimously agreed by the non Trustee Cllrs that the remaining two Trustees of Swaffham Relief in Need be made aware of the report, letter and accompanying documents before they are then sent to the Charity Commission for consideration.

f) Barn Project - update following meetings with the LEP and other potential external funders.

The Mayor provided a detailed update on the meetings and telephone calls held with the LEP and other potential external funders – see *Appendix 4*.

g) Barn Steering Group.

The continuance of the Barn Steering Group was discussed in detail and it was proposed by Cllr Darby, seconded by Cllr Skinner to continue with the Barn Steering Group with a view to changing it to a Council Committee with a revised Terms of Reference to be agreed at the annual Town Council meeting on 11th May 2022.

It was agreed by a majority vote, with three abstentions to continue with the Barn Steering Group with a view to changing it to a Council Committee with a revised Terms of Reference to be agreed at the annual Town Council meeting on 11th May 2022.

Cllr Edwards offered to join the group.

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7.2 Breckland Council

a) Breckland Town and Parishes Forum Monday 23rd May 2022 at 5.30pm
It was highlighted the meeting clashed with the monthly Market Committee.

It was agreed the Town Clerk would liaise with The Market Committee Chairman and change the date.

b) Confirmation of transfer of small section of land in the Shambles to Swaffham Town Council.

The Town Clerk confirmed the TR1, signed by the Mayor and Town Clerk on 27th September 2021 had now been signed off by Breckland Council, enabling Ward Gethin to proceed with the Land Registry Registration of the Shambles.

c) Sport & Leisure meeting - Cllr Sarah Suggitt and Jason Cole

A meeting was now confirmed for Wednesday 20th April at 4pm in the Council Chamber with Cllr Sarah Suggitt and Director Jason Cole, to talk about Sports & Leisure for Swaffham. Breckland Cllr D Wickerson asked to attend also.

d) HAZ project report from the Mayor.

A HAZ report was circulated from the Mayor. There were no questions from Cllrs.

8. Dates of forthcoming meetings and to receive any items for a future agenda.

<u>Meeting</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Venue</u>
Market Committee	Mon	11 th Apr	6.30pm	Council Chamber
FULL COUNCIL	Wed	13 th Apr	6.30pm	Council Chamber
Finance Full Council, from 25 th May	Mon	4 th May	6.30pm	Council Chamber
Planning Committee	Tues	26 th Apr	6.30pm	Council Chamber
ANNUAL TOWN COUNCIL, incl. ANNUAL TOWN ASSEMBLY & FULL COUNCIL	Wed	11 th May	6.30pm	Council Chamber
Market Committee	Mon	23 rd May	6.30pm	Council Chamber
Planning Committee	Tues	24 th May	4.00pm	Council Chamber
Assets & Open Spaces Committee	Mon	30 th May	6.30pm	Council Chamber

ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960:

CONFIDENTIAL BUSINESS following the exclusion of the public and press

9.1 Revised Draft Deed of Variation, and e-mailed correspondence regarding amendments to proposed site entrance to land owned by Swaffham Town Council.

Cllrs requested clarification that should the proposed development not go ahead the Council would still be secure. The Town Clerk confirmed this would need to be confirmed by the solicitors.

It was agreed that in the event that the proposed development of De Merke Estates and Breckland DC fall through, Swaffham Town Council need assurance that the agreement reverts back to what it is now.

9.2 Breckland Council update on Heads of Terms for two-acres of land, including revised draft
It was proposed by Cllr Edwards, seconded by Cllr Pilcher to defer the discussion until after the 20th April 2022 meeting, mentioned in Agenda item 7.2 (c).

It was agreed to defer the discussion until after the 20th May 2022 meeting, mentioned in Agenda item 7.2 (c).

9.3 Days Field legal issues, report from the Town Clerk.

It was unanimously agreed that the Town Clerk would go back to the Council solicitor and request a straight forward contract, stipulating the sale is subject to planning permission with an agreed sale date no later than 1st September 2022.

9.4 Nominations for Deputy Mayor for 2022-23

Cllr Bell, seconded by Cllr Pilcher nominated Cllr Anscombe.

Cllr Beech nominated Cllr Darby however there was no second to this proposal.

Cllr Bell's nomination was put to a vote.

It was agreed by a majority vote that Cllr Anscombe be appointed Deputy Mayor for 2022-23.

9.5 Ukraine Support from Waites & Stones

Cllr Anscombe highlighted the tremendous work undertaken by Waites and Stones and recommended a Heroes certificate on behalf of the Council as recognition.

It was unanimously agreed to present Waites & Stones an award from Swaffham Town Council at the Annual Town Council meeting on 11th May 2022.

The meeting closed at 9.20pm

Mayor.....

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Norfolk County Council Report April 2022

Edward Colman, ed.colman.cllr@norfolk.gov.uk / 07940 406356

Norfolk Assistance Scheme and Free School Meals

Following the Chancellor's recent announcement of the further funding, we are developing a new scheme with the £6.7m we have been allocated that will have the depth and flexibility to reach a much broader range of people facing hardship.

At the end of last week, the Government confirmed the detailed criteria. It shows that we must reach out to that wider element of society – regardless of any campaigns urging us to do something else.

This will of course include support for children and families eligible for free school meals, but also children and families facing hardship but not in receipt of free school meals, families with younger children, pensioners, people with disabilities, unpaid carers and other vulnerable households in Norfolk.

That's the depth and breadth of our new scheme and we are already working hard to put it into effect as soon as we possibly can.

This is a much wider support mechanism than before, in recognition of the impact of additional costs on such a wide range of people in the country and our county. So to us in taking this forward it's about making it count for everyone. I am confident our approach is the right approach and if Councillors have concerns please do call me to discuss.

Support continues to be available for those in urgent need, including children and families who have previously benefited from food support during the school holidays.

I would urge families who are struggling to feed their children, afford heating bills or have other financial worries to get in touch with the Norfolk Assistance Scheme. For the duration of the Easter holidays, we will prioritise their calls. The number is 0344 800 8020.

In addition, we have continued to run our holiday activity scheme, the Big Norfolk Holiday Fun Programme, which will provide support and healthy food for 4,000 five to 16-year-olds this Easter. It is receiving up to £2.6 million of Government support this year.

Over the last two years the council has used Government money to fund various packages of support. We have worked effectively with partners, including district councils and the voluntary sector, to ensure that funding reaches the broadest elements of society we can, those which may find themselves in difficulty.

This has included in the last 6 months alone:

- £1.2m to increase capacity within our Norfolk Assistance Scheme (NAS), which provides emergency funding to help with living costs
- £1.4m to district councils for community support
- £475,000 for the Norfolk Community Advice Network to provide more advice and £167,000 to help partner organisations access the Network's system
- £1m of support targeted to more than 100 voluntary and community groups, to apply for vouchers for groceries and household essentials for those in need
- £2.4 million for free school meals at Christmas and February half term, with an extra payment at Christmas for 30,000 children. This scheme ended last month, with all of Norfolk's funding allocation spent
- Invested £250k to enable a network of community supermarkets to be established across the county.

New £700,000 on-demand bus service near Swaffham

People who live and work near Swaffham will be able to rely on a new on-demand bus service from today.

Aiming to transport people to work, study and shop, the flexibus+ service will be running between 7am and 7pm every day, except Sundays, and journeys can be booked by phone or online. The

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flexibus+ zone covers 85 square miles and has stops in Swaffham as well as 20 villages and hamlets in the surrounding area.

The scheme has been made possible with a £700,000 grant awarded from the government's Rural Mobility Fund. This money will allow the scheme to be set up and run for four years, in which time it is hoped that it can become self-financing and continue to run for many years to come.

Concessionary cards (senior and mobility) are valid on the service, children under 5 travel free, and dogs are welcome for free.

People who download the app will be entitled to their first journey free – until 30 June 2022

Find full details at <https://www.norfolk.gov.uk/roads-and-transport/public-transport/buses/flexibus>

Norfolk Local Cycling and Walking Plan Consultation

April sees the launch of a consultation for the Norfolk Local Cycling and Walking Plan. In this first phase of the project, the public will be asked where they'd like to see new cycling and walking routes created in Norfolk. More information and a link to the survey can be found at www.norfolk.gov.uk/activetravel

Home Care receives funding boost in the face of rising fuel costs

To help keep vital providers of home care on the road and supporting vulnerable adults, Norfolk County Council is spending an extra £300,000 to help meet the increased cost of fuel.

In the face of rising fuel prices, care providers across Norfolk reported that the extra cost was having a real impact on their and their staff's ability to keep providing reliable home care, a decision was taken by Norfolk County Council to increase its' hourly payments to £21, representing an increase of £301,000 across the county.

Home care, also known as home support, domiciliary care and non-residential care, offers practical help for people to stay independent at home, in housing with care and supported living. This involves carers visiting people at home, giving them the extra support needed for them to continue to live in their own home. This can include help with bathing, eating and managing medication, as well as many other tasks where necessary.

To do this, carers visit multiple people in one day, and in a rural county like Norfolk can clock up many miles of travel between these locations. As such, the steep rise in fuel prices has put a major strain on many of these home care services.

While the County Council's annual review did increase the element of fees paid by the council associated with fuel costs, this decision was made prior to the recent increases in price. In recognition of this increased cost, the Council has made the decision to increase this element again outside the annual review framework.

The total cost of the changes stands at £301,000, which will be met by the Norfolk County Council's Adult Social Services Provider Support Fund.

Breckland Report – Swaffham Town Council – April 2022

Good evening,

There is a great deal of activity at BDC at present and set out below is a summary. To provide detail on each heading would extend this report into multiple pages, so if there any specific items where Councillors would like more information, please contact me at the usual address, david.wickerson@breckland.gov.uk and I will be happy to provide. Thankyou.

Ukraine – the situation of how we as a District and our residents can assist with the ongoing refugee crisis is very fluid with some uncertainty as to the process involved. A Working Group has been established at BDC with the recruitment of 3 Ukrainian Support Officers. In addition, the Private Sector Housing Team are currently involved in checking on the suitability of local properties.

Council Tax Rebate Scheme – the £130 rebate agreed for Band A to D properties will be processed this month to those who pay the Council Tax by Direct Debit. There is currently no time frame agreed for other methods of payment.

Silver Social Programme – a new partnership has been developed with Creative Arts East to ensure that the programme continues to enhance the lives of Breckland residents. This transfer will occur during April and CAE will be reaching out to Silver Social members accordingly.

Wildlife Sites – BDC has adopted a new strategy to protect specific designated wildlife sites from the increase in visitors due to new residential development within the District. This strategy will provide financial support for the provision of rangers, monitoring of sites, signage for footpaths and educational programmes.

Breckland Local Plan – the first stage of the BDC Local Plan update is progressing with two consultations. Firstly, a call for Development Sites and secondly a call for Local Green Spaces. The consultation period will run from April 4th to May 20th 2022. Further information is available at <https://www.breckland.gov.uk/local-plan-review>

Theatre Street Car Park – discussions continue on ways to resolve the ongoing ASB issues and a FOI request will be filed with the police to obtain past records of interventions and outcomes.

Early Intervention Fund – this is a new initiative to prioritise those residents who are in exceptional hardship circumstances and provide support that ensures funds go to those who need it most. Payments of up to £300 are available for families or individuals over 18 in cases of such exceptional hardship or where complex needs are not being addressed.

Zero Emission Zone – following the debate at last month's full Council, a Teams meeting has been arranged later this month with members of the T & E Committee and Breckland Officers to obtain information and advice as to the practicality of such an objective.

Inspiring Communities – BDC has been shortlisted by the LGC Awards 2022 Committee in recognition of its partnership work in the community. Inspiring Communities is the Council's £1 million programme to develop a partnership and community led approach to the prevention of vulnerability within the District.

Forget me Not Grants – this new initiative is available through BDC providing grants up to £300 aimed at low level early interventions for people experiencing symptoms of Dementia. The grant is available across the county but jointly funded by all seven District Councils.

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Swaffham Town Council - Accounts for MARCH 2022 LATE

No	Payment	Name	Details	Price	VAT	Total
573	Card	Lloyds Bank	Amazon - replace broken door guard	£ 85.83	£ 17.17	£ 103.00
574	Card	Lloyds Bank	Vodafone - mobile phone MF	£ 20.00	£ 4.00	£ 24.00
575	BACS	Ben Burgess	Mower	£ 775.00	£ 155.00	£ 930.00
576	BACS	Caroe architects	Barn - professional fees	£ 2,955.00	£ 591.00	£ 3,546.00
577	BACS	Corona Corp Services	Office - Photocopy usage 3/12-4/3/22	£ 109.31	£ 21.86	£ 131.17
578	BACS	Diddlington nurseries	Mulch/stakes for Branching out project	£ 84.00	£ 16.80	£ 100.80
579	BACS	EBC Pest Control	Town Hall - repair net and remove dead pigeon	£ 60.00	£ 12.00	£ 72.00
580	BACS	K Lock	Play equipment repairs	£ 22.54	£ 4.51	£ 27.05
581	BACS	SLCC	Spring Conference - RB 25/4/22	£ 117.00	£ -	£ 117.00
582	BACS	Uncle Lukes	Carter 22 - remodelling boards	£ 300.00	£ 60.00	£ 360.00
				£ 4,528.68	£ 882.34	£ 5,411.02

Swaffham Town Council - Accounts for APRIL 2022

No	Payment	Name	Details	Price	VAT	Total
Paid - 1st -13th April 2022						
1	Card	Lloyds Bank	Monthly credit card fee - Mar 22	£ 3.00	£ -	£ 3.00
2	Card	Lloyds Bank	Amazon - cable ties	£ 2.49	£ 0.50	£ 2.99
3	Card	Lloyds Bank	Amazon - toilet door lock	£ 16.99	£ 3.40	£ 20.39
4	Card	Lloyds Bank	Amazon - heavy duty refuse sacks	£ 13.02	£ 2.60	£ 15.62
5	Card	Lloyds Bank	Amazon - laminating sheets	£ 14.42	£ 2.89	£ 17.31
6	Card	Lloyds Bank	Amazon - refuse sacks	£ 11.67	£ 2.33	£ 14.00
7	Card	Lloyds Bank	Amazon - toilet rolls	£ 19.99	£ 4.00	£ 23.99
8	Card	Lloyds Bank	Amazon - Ukraine Flag	£ 9.99	£ 2.00	£ 11.99
9	Card	Lloyds Bank	Amazon - office highlighter pens	£ 6.16	£ 1.24	£ 7.40
10	Card	Lloyds Bank	Zurich Ins - Cultural Consortium	£ 157.00	£ -	£ 157.00
11	Card	Lloyds Bank	British Bolts - nuts & bolts	£ 26.71	£ 4.45	£ 31.16
12	Card	Lloyds Bank	DVLA - road tax renewal - AL63LXN	£ 292.50	£ -	£ 292.50
13	d/d	Lloyds Bank	Manual Handling fee - Q1 22	£ 21.10	£ -	£ 21.10
14	d/d	Lloyds Bank	Service Charge - Q1 22	£ 59.55	£ -	£ 59.55
15	d/d	Hitachi	Truck Lease - Mar 22	£ 336.88	£ 67.38	£ 404.26
16	d/d	SSE Southern Electric	Public Toilets - electricity - Mar 22	£ 126.69	£ 6.33	£ 133.02
17	d/d	SSE Southern Electric	Cemetery Chapel - electricity - Mar 22	£ -	£ -	£ -
18	d/d	SSE SWALEC	Buttercross - electricity - Mar 22	£ -	£ -	£ -
19	d/d	SSE SWALEC	Rec Ground - electricity - Mar 22	£ -	£ -	£ -
20	d/d	Vodafone	Mobile Phone bills - Mar 22 - S Dent	£ 14.36	£ 2.87	£ 17.23
			Mobile Phone bills - Mar 22 - R Ostler	£ 14.36	£ 2.87	£ 17.23
21	d/d	WorldPay	Monthly payment charges - Feb 22	£ 25.31	£ 2.02	£ 27.33
			Sub Total	£ 1,172.19	£ 104.88	£ 1,277.07

To be authorised and paid - post 13th April 2022

22	BACS	Net Salaries	Town Council salaries	£ 12,145.60		£ 12,145.60
23	BACS	Inland Revenue	Tax	£ 1,878.66		£ 1,878.66
			Employer National Insurance contribution	£ 1,567.62		£ 1,567.62
			Employee National Insurance contribution	£ 1,215.44		£ 1,215.44
24	BACS	Norfolk Pension Service	Employer Contribution	£ 3,768.51		£ 3,768.51
			Employee Contribution	£ 1,082.74		£ 1,082.74
25	d/d	Breckland Council	Town Hall - Rates	£ 1,047.00		£ 1,047.00
			Market - Rates	£ 352.00		£ 352.00
			Cemetery - Rates	£ 186.20		£ 186.20
26	d/d	Breckland Council	Barn - Rates	£ 114.90		£ 114.90
27	d/d	Immervox (Mar 22)	VOIP router & line - 720014	£ -	£ -	£ -
			Town Council - Fax & Broadband 720469	£ -	£ -	£ -
			Swaffham Heritage - Telephone 721230	£ -	£ -	£ -
			Town Council - Telephone 722922	£ -	£ -	£ -
			Town Council - Alarm 724968	£ -	£ -	£ -
			Town Wi-Fi - 336135	£ -	£ -	£ -
28	BACS	Anglian Chemicals	Cleaning - gloves	£ 13.35	£ 2.67	£ 16.02
29	BACS	Ben Burgess	Mower service - turf guard oil	£ 28.05	£ 5.61	£ 33.66
30	BACS	Corona Corp Services	Office photocopier usage - room 3	£ 16.28	£ 3.26	£ 19.54
31	BACS	CGM	Swans Nest grass cutting - 7/3/22	£ 150.00	£ 30.00	£ 180.00
32	BACS	Coolerlad	Town Hall - drinking water - Mar 22	£ 7.90	£ 1.58	£ 9.48
33	BACS	Environment Agency	Annual fee	£ 34.34	£ -	£ 34.34
34	BACS	Eon - next	Town Hall - gas - Q1 22	£ 1,111.87	£ 222.38	£ 1,334.25
35	BACS	ICO Systems	Anti Virus - Mar-May 22	£ 22.50	£ 4.50	£ 27.00
36	BACS	ICO Systems	Support Contract - 15/4-14/7/2	£ 598.50	£ 119.70	£ 718.20
37	BACS	J P Skips	Yard Tip	£ 125.00	£ 25.00	£ 150.00
38	BACS	Lyreco	Office - photocopy paper	£ 47.25	£ 9.45	£ 56.70
39	BACS	Swaffham Building Supplies	Building materials	£ 140.94	£ 28.19	£ 169.13
40	BACS	Swaffham Building Supplies	wooden posts & postfix	£ 86.16	£ 17.28	£ 103.44
41	BACS	Swaffham Men's Shed	Carter 22 - Community Mosaic	£ 400.00	£ -	£ 400.00
42	BACS	Sue Gattuso	Carter 22 - reimbursement of various invoices	£ 199.71	£ -	£ 199.71
43	BACS	T K Drakes	Museum - radiator repair	£ 116.72	£ 23.34	£ 140.06
44	BACS	Swaffham Heritage	TIC SLA - Apr 22	£ 1,065.00	£ -	£ 1,065.00
45	BACS	Veolia	Town Hall waste collection - Feb 22	£ 50.98	£ 10.20	£ 61.18
			Town Hall waste collection - Mar 22	£ 71.51	£ 14.30	£ 85.81
			Town Hall waste collection - Mar 22 excess lift	£ 3.60	£ 0.72	£ 4.32
			Cemetery - waste collection - Feb 22	£ 68.84	£ 13.77	£ 82.61
			Cemetery - waste collection - Mar 22	£ 86.05	£ 17.21	£ 103.26
46	BACS	WAVE - Anglian Water	Allotment SL2 - 295096901 - Feb 22	£ 6.66	£ -	£ 6.66
47	BACS	WAVE - Anglian Water	Allotment TH - 291044001 - Feb 22	£ 27.61	£ -	£ 27.61
48	BACS	WAVE - Anglian Water	Public Toilets - 341378101 - Feb 22	£ 39.00	£ -	£ 39.00
49	BACS	WAVE - Anglian Water	Rec Ground- 225554301 - Feb 22	£ 3.67	£ -	£ 3.67
			Sub Total	£ 29,052.35	£ 654.04	£ 29,706.39

Initials: _____

Late Bills - received after agenda issued						
50	BACS	Cooleraid	Annual maintenance - <i>Town Hall facilities</i>	£ 50.00	£ 10.00	£ 60.00
51	BACS	Edwards Pest Control	Orford Road - <i>mole control</i>	£ 150.00	£ 30.00	£ 180.00
52	BACS	ICO Systems	Remote access set up - <i>MF</i>	£ 75.00	£ 15.00	£ 90.00
53	BACS	K Lock	Rec Ground - <i>play area repairs materials</i>	£ 5.02	£ 1.01	£ 6.03
54	BACS	n Power	War Memorial - electric - <i>Jan-Mar 22</i>	£ 20.18	£ 1.01	£ 21.19
55	BACS	NABMA	Market - <i>annual subscription 2022-23</i>	£ 384.00	£ -	£ 384.00
56	BACS	PSB Services (Norfolk) Ltd	Swaffham Consortium - <i>pyramid project</i>	£ 412.51	£ -	£ 412.51
57	BACS	Swaffham Service Centre	Truck Fuel - <i>Mar 22</i>	£ 173.44	£ 34.68	£ 272.48
			Outside Fuel - <i>Mar 22</i>	£ 53.63	£ 10.73	
58	BACS	Online Playgrounds	Rec - repair U8's play area	£ 175.00	£ 35.00	£ 210.00
Total				£ 30,551.13	£ 791.47	£ 31,342.60

Summary of Income - FEBRUARY & MARCH 2022 (market rents, allotment deposits, cemetery invoices, room rentals, loan payments etc)						
01-Feb-22	Cash & Cheques taken over the counter				£	182.30
08-Feb-22	Cash & Cheques taken over the counter				£	7,419.87
15-Feb-22	Cash & Cheques taken over the counter				£	233.22
22-Feb-22	Cash & Cheques taken over the counter				£	65.00
01-Mar-22	Cash & Cheques taken over the counter				£	145.00
08-Mar-22	Cash & Cheques taken over the counter				£	112.50
15-Mar-22	Cash & Cheques taken over the counter				£	164.36
22-Mar-22	Cash & Cheques taken over the counter				£	4,218.22
29-Mar-22	Cash & Cheques taken over the counter				£	102.51
Total BACS	Income from BACS & Card payment - <i>Feb 22 - incl. PWLB £324,886.25</i>				£	329,399.71
Total BACS	Income from BACS & Card payment - <i>Mar 22</i>				£	5,577.21
TOTAL					£	347,619.90

Items of expenditure to be reclaimed						
Watton TC	Mobile reclaim - <i>Feb 22</i>	£ 14.36	£ 2.87	£	17.23	
Watton TC	Mobile reclaim - <i>Mar 22</i>	£ 14.36	£ 2.87	£	17.23	
Museum	Museum - Telephone 721230 - <i>Feb 22</i>	£ 47.17	£ 9.43	£	56.60	
Museum	Museum - Telephone 721230 - <i>Mar 22</i>	£ 47.17	£ 9.43	£	56.60	
Sues News	Electricity <i>Feb 22</i>	£ 85.84	£ 4.29	£	90.13	
Sues News	Electricity <i>Mar 22</i>	£ 63.89	£ 3.19	£	67.08	
TOTAL				£ 272.79	£ 32.08	£ 304.87

Initials: _____

Full Council April 13th 2022 – Feedback on Funding Research – Cllr J Anscombe

Minutes from March 22 – Resolution:

To engage with the LEP to seek advice on a combined project for external funding and Project Manager

1. Meeting with SB, RB and JA – April 4th

2019 was the last allocation of Capital funding from government and the pot has not been replaced.

Government now going back through county and districts, as the EU funds wind down and being replaced by UK Local Growth funds

Levelling up fund through County, and a Sharing Prosperity Fund through Breckland. Timescale: Breckland Sharing prosperity June/July to place bids for end of year; a 3-year investment plan, tapering in 22/33 and rising by 24/25

Same for NCC for the Levelling up fund; Transport, Walking/cycling, Skills and Employment, Research and Development. There will be some interventions with NCC Levelling up fund.

Ian D suggested speaking to the Breckland Development officers about the Sharing Prosperity fund that BDC will get.

Iain happy to support and be included in meetings

2. Project Manager Funding

Iain put us in touch with a Policy and Project Officer for Social Investments at NCC, to see if any funding for a Project Mgr.

NCC was given a Community Renewal Fund that is now extended to later this year £6.5M, check with Graham Philips.

April 13th – spoke to Ed Colman, who advised CRF has already been allocated and successful bids announced; the funding was based on priority areas which in Norfolk were King's Lynn and West Norfolk and the Borough of Great Yarmouth?

3. Arts Council notes

Grants worth up to £30K, but over that and up to £700000, needs permission from the Arts Council. Funded by HLF

4. Sport England

Spoke to Nick Boulter – Strategic Lead for Special Projects.

There is no funding, only for emergency activities, following Covid. No Open Grants for the foreseeable future.

5. Other options

National Lottery Community Fund – would have to join the Barn bid, as only one bid allowed.

Crowd funding by the SPA.